

REANNOUNCEMENT

“THIS POSITION IS LOCATED IN A SMOKE-FREE ENVIRONMENT”

VACANCY ANNOUNCEMENT

NAO-02-MPP/ESEP-35A

OPENING DATE

03-18-02

CLOSING DATE

04-12-02

POSITION

General Engineer

LOCATION AND DUTY STATION

Navajo Area Indian Health Service, Office of Environmental Health and Engineering, Division of Facilities Management, St. Michaels, Arizona

GRADE/SALARY

GS-801-12, \$54,275 per annum

***REANNOUNCED TO SOLICIT FOR ADDITIONAL APPLICANTS.
ALL THOSE WHO PREVIOUSLY APPLIED NEED NOT RE-APPLY.***

NUMBER OF VACANCIES

Vacancy (AO1408)

APPOINTMENT

■ PERMANENT

WORK SCHEDULE

■ FULL-TIME

AREA OF CONSIDERATION

■ DHHS WIDE

SUPERVISORY/MANAGERIAL

■ NO

PROMOTION POTENTIAL

■ NO KNOWN POTENTIAL

HOUSING

■ PRIVATE HOUSING ONLY

TRAVEL

■ MAY BE PAID FOR ELIGIBLE EMPLOYEES

DUTIES: Responsible for carrying out a range of field and office civil, electrical and mechanical engineering functions. Reviews for completeness and adequacy and recommends approval of contractor's construction schedules and quality control procedures shop drawings and submittals. Provides clarifications on drawings and specifications for contractors, and reviews methods and materials employed for compliance with project requirements. Anticipates and takes action on project related problems to avoid serious consequences relating to safety, funding and project completion. Observes and investigates construction activities at various stages to identify major problems and institutes timely corrective action. Incumbent must be able to use and apply National, State, and Local Building and Safety Codes. Reviews project plans and specifications to determine practicability regarding impact on facilities operations. Provides recommendations to meet IHS needs on construction activities to insure adaptability to long-range maintenance, repair, operation, and preventive maintenance program plans. Visits the construction projects regularly to assure that construction conform to the plans and specifications. Participates in project meetings; including progress inspections, and final inspection. May be called upon to supervise other Branch personnel during absence of the Facilities Manager. Project Planning and Budgeting – Participates with the Facilities Manager for the Service Unit in the development and review of Project Summary Documents (as required) for new facilities. Required also is the development of detailed cost estimates and life cycle budgets for projects. Establishes and maintains close working relationships with tribal, federal, state and local officials on project impacts. Makes presentation and provides briefing on all aspects of the assigned projects to IHS officials, Tribal groups, and other governmental and community leaders as needed. Project Design and Plan Preparation – In conjunction with local Service Unit personnel, Architects, Engineers, Area DFM, Dallas ES, and other governmental agencies, tribal governing bodies and organizations, the incumbent assists in the development of architectural concepts, schematic design layouts, space utilization, and work flow planning, project plans and specifications. Contracting Actions – Attends pre-bid and bid opening conferences and discusses and/or clarifies IHS standards for principle project features and requirements concerning construction progress and administration. Performs other duties as assigned.

QUALIFICATION REQUIREMENTS: YOUR DESCRIPTION OF WORK EXPERIENCE, LEVEL OF RESPONSIBILITY, AND ACCOMPLISHMENTS WILL BE USED TO DETERMINE THAT YOU MEET THE FOLLOWING REQUIREMENTS.

- A. **BASIC QUALIFICATIONS:** Degree: professional engineering. To be acceptable, the curriculum must:
- (1) Be in a school of engineering with at least one curriculum accredited by the Accreditation Board for Engineering and Technology (ABET) as a professional engineering curriculum; or
 - (2) Include differential and integral calculus and courses (more advanced than first-year physics and chemistry) in five of the following seven areas of engineering science or physics: (a) statics, dynamics;

(b) strength of materials (stress-strain relationships); (c) fluid mechanics, hydraulics; (d) thermodynamics; (e) electrical fields and circuits; (f) nature and properties of materials (relating particle and aggregate structure to properties); and (g) any other comparable area of fundamental engineering science or physics, such as optics, heat transfer, soil mechanics, or electronics. OR

- B. Combination of Education and Experience - college-level education, training, and/or technical experience that furnished (1) a thorough knowledge of the physical and mathematical sciences underlying professional engineering, and (2) a good understanding, both theoretical and practical, of the engineering sciences and techniques and their applications to one of the branches of engineering.

The adequacy of such background must be demonstrated by one of the following: (1) Professional Registration; or (2) Written Test (Engineer-in-Training); or (3) Specified Academic Courses; or (4) Related Curriculum.

In addition to meeting the basic qualification requirements, applicants must have 52 weeks of specialized experience equivalent to at least the GS-11 level.

Specialized Experience: Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. "Examples of the type of experience which will be credited includes all phases of facilities management, project development, facility planning, budgeting, design and design review, contracting construction management and equipment specification installation, acquisition, and start-up and maintenance."

SELECTIVE PLACEMENT FACTOR: NONE.

TIME-IN-GRADE REQUIREMENTS: Candidates applying under the provisions of the Merit Promotion Plan must have completed at least 52 weeks of service at the GS-11 to qualify for the GS-12 level.

LEGAL AND REGULATORY REQUIREMENTS: Candidates must meet time-after-competitive appointment, time-in-grade, and qualification requirements by the closing date of the vacancy announcement.

CONDITION OF EMPLOYMENT: Immunization Requirement - All persons born after 12-31-56 must provide proof of immunity to Rubella and Measles. Serology testing to confirm immunity and/or immunizations will be provided free of charge. Special consideration may be allowed to individuals who are allergic to a component of a vaccine, have a history of severe reaction to a vaccine, or who are currently pregnant. This applies to candidates for positions in any Service Unit for any Area Office position, which requires regular work at a Service Unit.

REASONABLE ACCOMMODATION: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on case-by-case basis.

NOTE Refer to OPM Operating Manual Qualification Standards Handbook or IHS Excepted Service Qualification Standard, Series GS-800 for complete information. Substitution of education for experience will be made in accordance with those standards. For more complete information, contact your servicing Personnel Office.

WHO MAY APPLY

Merit Promotion Plan (MPP) Candidates: Applications will be accepted from status eligibles (e.g., reinstatement eligibles and current permanent employees in the competitive Federal service) and from current permanent IHS employees in the Excepted Federal Service who are entitled Indian Preference.

Excepted Service Examining Plan (ESEP) Candidates: Applications will be accepted from individuals entitled Indian Preference. Current Permanent IHS Excepted Service employees and Competitive Service employees or Reinstatement eligibles entitled Indian Preference may also apply under the provisions of the Indian Health Service Excepted Service Examining Plan. These candidates MUST indicate on their application whether their application is submitted under the IHS Excepted Service Examining Plan or both.

Applications will also be accepted from individuals eligible for non-competitive appointment (e.g., applicants eligible for appointment under the Veterans Readjustment Act, the severely handicapped, those with a 30% or more compensable service-connected disability).

Veterans Preference: Veterans who are preference eligibles for who have been separated from the armed forces under honorable conditions after 3 years or more continuous active service may apply.

INFORMATION FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION.

If you are currently a DHHS employee who has received a Reduction in Force (RIF) separation notice or a certificate of expected separation, you may be entitled special priority selection under the DHHS Career Transition Assistance Program (CTAP). To receive this priority consideration you must:

1. Be a current DHHS career or career-conditional (tenure group I or II) or be current IHS excepted appointment (with no time limits) tenure group II excepted/competitive service employee who has received a RIF separation notice or a Certificate of Expected Separation (CES) and, the date of the RIF separation has not passed and you are still on the rolls of DHHS. You must submit a copy of the RIF separation notice or CES along with your application.
2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
4. Be currently employed by DHHS in the same commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Meets the basic qualifications for the position any documented selective factor, physical requirements with any reasonable accommodation and are able satisfactorily perform the duties of the position without undue interruption.

INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP).

If you are a displaced Federal employee you may be entitled receive special priority consideration under the ICTAP. To receive this priority consideration, you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from O.M. or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees.
 - A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:
 1. Received a specific RIF separation notice; or
 2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable place; or
 3. Retired with a disability and whose disability annuity has been or is being terminated; or
 4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates retirement in lieu of "RIF"; or
 5. Retired under the discontinued service retirement option; or
 6. Was separated because he/she declined a transfer of function or directed reassignment another commuting area.

OR

- B. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (O.M.) disability retirement annuity under section 8337(h) or 8456 of Title 5 United States Code.
 2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
 3. Have a current (or last) performance rating or record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply candidates who are eligible due compensable injury or disability retirement).
 4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
 5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
 6. Be rated well qualified for the position including documented selective factors, quality ranking factors, physical requirements with reasonable accommodations and is able satisfactorily perform the duties of the position upon entry.
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COMMISSIONED OFFICERS: Commissioned Officers may indicate an interest in being considered by submitting a resume. Commissioned Corps applicants will be evaluated by the Personnel Office against the applicable Preston standard or the civil service standard, if no Preston standard exists. These applicants must describe the experience gained in their two most recent positions and dates they occupied those positions.

In addition, Commissioned Corps applicants must also provide information regarding education, including degrees obtained by submitting official transcripts and schools attended and they must include home/work telephone numbers if this information is not contained in the resumes. When required by the vacancy announcement, these applicants submit specific information related to any knowledge, skills and abilities, which are being used as selective factors. Commissioned Corps applicants are also required to submit proof of Indian Preference and proof of possession of the appropriate license.

EVALUATION CRITERIA: Evaluation will be made of Experience, Performance Appraisals, Training, Letters of Commendation, Self-Development, Awards and Outside Activities, which are, related this position. Receive full credit for your qualifications, provide a narrative statement, which describes fully all aspects of your background as they relate the knowledge, skills, and abilities (KSA's) outlined below and show the level of accomplishments and degree of responsibility.

The KSA's in your narrative statement will be the principle basis for determining whether or not you are highly qualified for the position. Describe your qualifications in each of the following:

1. Ability to review and evaluate the work of others.
2. Ability to prioritize work assignment and meet deadline, plans, organizes and set priorities independently.
3. Knowledge of general engineering concepts, principles, and practices.
4. Ability to provide technical assistance.
5. Ability to communicate orally and in writing.

SEE ATTACHED SUPPLEMENTAL QUESTIONNAIRE FOR DEFINITIONS.

NOTE: "Declaration for Federal Employment" (OF-306) must be completed and submitted with original signature to determine your suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of all the information in your application. Responding "yes" to any one of these two questions can make you ineligible for employment in this position. **If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed.**

HOW & WHERE TO APPLY: All applicants must submit one of the following to the Navajo Area Indian Health Service, Personnel Management Branch, P. O. Box 9020, Window Rock, AZ 86515, by close of business on the closing date: **FOR MORE INFORMATION CONTACT:** Angela Segay, Personnel Staffing Specialist, (928) 871-1421.

1. OF-612, Optional Application for Federal Employment;
2. SF-171, Application for Federal Employment;
3. *Resume; or,
4. *Other written application format plus college transcripts, a copy of your most recent performance appraisal and any other documentation pertinent the position being filled.

A copy of an Official Bureau of Indian Affairs Preference Certificate, BIA Form 4432 (or equivalent form issued by a Tribe authorized by P.L. 93-638 contract perform the certification function on behalf of the BIA), signed by the appropriate BIA Official, must be submitted if the applicant claims Indian Preference OR appropriate BIA form showing 50% or more blood quantum if applicant is not an enrolled tribal member. Navajo Area Indian Health Service employees claiming Indian Preference need not submit the BIA Form 4432, but must state such documentation is contained in their Official Personnel Folder.

***INFORMATION REQUIRED FOR RESUMES AND OTHER APPLICATION FORMATS:** Resumes or other application formats must contain all of the information listed below in sufficient detail enable the personnel office make a determination that you have the required qualifications for the position. SPECIFICALLY, THE INFORMATION PROVIDED UNDER #8 (HIGH SCHOOL), #9 (COLLEGES AND UNIVERSITIES) AND #10 (WORK EXPERIENCE) WILL BE USED EVALUATE YOUR QUALIFICATIONS FOR THIS POSITION. FAILURE INCLUDES ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION.

1. Announcement Number, Title and Grade of the job for which you are applying.
2. Full Name, Mailing Address (with Zip Code) and Day and Evening Phone Numbers (with Area Codes).
3. Social Security Number.
4. Country of Citizenship.

5. Veteran's Preference Certificate: DD-214, indicating discharge and/or SF-15 if claiming 10 point preference. Veteran's Preference is not applicable current DHHS permanent employees, Federal employees with competitive status, or reinstatement eligibles.
6. Copy of the latest SF-50, Notification of Personnel Action, if current or prior Federal employee.
7. Highest Federal Civilian grade held (give series and dates held).
8. High School: Name, City, State (Zip Code if known) and date of Diploma or GED.
9. Colleges and Universities: Name, City, State (Zip Code if known), majors, type and year of any degrees received (if no degree, show total semester or quarter hours earned); preferably attach transcripts.
10. Work Experience (Paid and Non-Paid): Job title, duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month/year), hours per week, and salary.
11. Indicate if we may contact your current supervisor.
12. Job related training courses, skills, certificates, registrations and licenses (current only), honors, awards, special accomplishments.

ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE.
APPLICATION OR RESUMES RECEIVED VIA FAX WILL NOT BE ACCEPTED.

NOTE: Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their veteran preference determination, Indian preference, education, training, and/or experience.

ADDITIONAL SELECTIONS: Additional or alternate selections may be made within 90 days from the date the certificate was issued if the position becomes vacant or fill an identical additional position in the same geographic location.

INDIAN PREFERENCE: Preference in filling vacancies is given qualified Indian candidates in accordance with the Indian Preference Act. In other than this, the IHS is an Equal Opportunity Employer.

VETERANS: Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more continuous active service may apply.

SELECTIVE SERVICE CERTIFICATION: If you are male born after 12-31-59 and you want be employed by the Federal Government, you must (subject certain exemptions) be registered with the Selective Service System.

EQUAL EMPLOYMENT OPPORTUNITY: SELECTION FOR POSITIONS WILL BE BASED SOLELY ON MERIT WITH NO DISCRIMINATION FOR NON-MERIT REASONS SUCH AS RACE, COLOR, RELIGION, GENDER, SEXUAL ORIENTATION, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, PHYSICAL HANDICAP, AGE, OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION. PROMOTION OR APPOINTMENTS WILL NOT BE BASED ON PERSONAL RELATIONSHIP OR OTHER TYPES OF PERSONAL FAVORITISM OR PATRONAGE.

EEO REVIEW/CONCURRENCE

DATE

PERSONNEL CLEARANCE/DATE

EACH APPLICATION FORM AND DOCUMENT MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER - NAO-02-MPP/ESEP-035A. ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORMS MUST BE DUPLICATED BY THE APPLICANT BEFORE SUBMISSION AS WE DO NOT HONOR REQUESTS FOR XEROX COPIES. THE APPLICATION AND ATTACHMENTS BECOME THE PROPERTY OF THIS PERSONNEL OFFICE AND WILL NOT BE RETURNED. ORIGINAL SIGNATURES ARE REQUIRED ON THE APPLICATION FORM AND THE SUPPLEMENTAL QUESTIONNAIRE. ONLY MATERIAL SUBMITTED BY THE CLOSING DATE WILL BE CONSIDERED.

SUPPLEMENTAL QUESTIONNAIRE
General Engineer, GS-801-12

1. ABILITY TO REVIEW AND EVALUATE THE WORK OF OTHERS. The person in this position must have the ability to review and evaluate all aspects of the work of private contractors, architect engineers and subordinates employees and determine whether it meets the required quality standards. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

2. ABILITY TO PRIORITIZE WORK ASSIGNMENT AND MEET DEADLINE AND PLANS, ORGANIZES AND SETS PRIORITIES INDEPENDENTLY. The person in this position must have the ability to function effectively under pressures of time and/or handling several tasks at once by effectively planning and organizing the work and properly determining priorities. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

3. KNOWLEDGE OF GENERAL ENGINEERING CONCEPTS, PRINCIPLES, AND PRACTICES. The person in this position must have the knowledge and ability to develop general and technical contract specifications; interpreting and properly applying National Fire Protection Association and related codes, such as: Life Safety Code, National Electric Code, National Plumbing Code, National Building Code, Water-Based Fire Protection Systems; government procurement, basic contract officer and project manager responsibilities; this also includes the skill in all categories, such as mechanical, electrical, carpentry, plumbing, biomedical, concrete work, roofing, welding, etc. What in your background shows you possess this knowledge?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

4. **ABILITY TO PROVIDE TECHNICAL ASSISTANCE.** The person in this position must provide advice and interpretation of IHS needs on major construction activities to insure adaptability to long-range maintenance, repair, operation and preventive maintenance program plans. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

5. **ABILITY TO COMMUNICATE ORALLY AND IN WRITING.** The person in this position must have the ability to express oneself through clear and concise oral presentation and written material. This also includes the ability to review and edit the work of others, and express him/herself in a clear, concise, cogent and grammatically correct, such as letters, memoranda, policy statements, and reports. What in your background shows that you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

CERTIFICATION

I CERTIFY that all of the statements made in the above questionnaire are true, complete, and correct the best of my knowledge and belief, and are made in good faith.

SIGNATURE OF APPLICANT

DATE